



Meeting Date	April 9, 2008	Time	10:30 – 12:00
Location	SSMC2 Room 18246 Conference Call 866-919-7299; passcode 6255248		
Meeting Title	BPR Reimbursable Work Group		
Facilitator	Lois Coleman		

Members and Invited Guests

(Y = present; N = not present)

Member Name	Organization		E-mail
Lois Coleman	Finance Office	Y	
Cynthia Rich	Finance Office	Y	
Mark StClair	Finance Office	Y	
Kathy Bruchey	Finance Office	N	
Tom Bezila	Finance Office	Y	
Kathy Dillehay	Finance Office	Y	
Brenda Hernandez	NMFS	Y	
Dawn DiFiore	NMFS	N	
Herbert Callands	NWS	Y	
Debbie Hoffman	NWS	Y	
Carmen Solis	NOS	Y	
Bruce Jackson	AGO	Y	
Paul Johnson	OAR	Y	
Sharon Schroeder	OAR	Y	
Andrea Moore	OAR	Y	
Alicia Taylor	NESDIS	Y	
Gerald Thomas	NMAO	Y	
Malcolm Orr	OGC	N	
Thomas Santymire	Budget Office	Y	
Angela Chu	Budget Office	N	
Valda Ferrell-Evans	CMFD	Y	
Zoraida Vasquez	BIS	Y	
FMC/Guest Name	Organization		E-mail
Sheryl Reddix	NMFS	N	
Helen Brandling-Bennett	NMFS	Y	
Debra Lucas	OAR	Y	
Sue Synder	OAR	Y	
NiKonda Surrent	NESDIS	Y	
Sue Bracey	NWS	N	
Brian Crawley	NWS	Y	

Rhonda Stewart	NWS	N	
Amy Yu	CAO	Y	
Lillian O'Dell	NWS	N	
Harriet Gibson	CMFD	Y	
Sylvia Scott	OAR	Y	

Agenda:

1. Central Repository for Reimbursable Agreements – Brian Crawley
2. SOPs for TWAs – Mark St. Clair, Cindy Rich
3. Reimbursable Projects with Retainage – Mark St. Clair
4. Overrun e-mails – Brian Crawley
5. 3rd Quarter TWA – Brian Crawley
6. Reimbursable Training – Cindy Rich

The next meeting will be:	Wed., May 14, 2008 10:30 – 12:00
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Minutes:

1. Central Repository for Reimbursable Agreements

A subgroup of Reimbursable Workgroup representatives from all Line Offices met in March and discussed NOAA's requirements for a tracking system for reimbursable agreements. The subgroup decided that NOAA would benefit from a tracking system in which reimbursable staff could review signed agreements, and research OGC tracking numbers. The tracking system would be beneficial for drafting agreements and ensuring agreements contain the information necessary for speedy OGC clearance. The subgroup recommended that the Workgroup should consider: (1) WEBCIMS which is already used by all Line Offices for agreements cleared through the ExecSec, but would not include some OAR and NMFS Economy Act agreements which do not require OGC clearance; (2) COSA NOSA, which is a tracking system already used by NESDIS (see minutes from March 12, 2008); and (3) NOAA MOA Tracking System.

After a lengthy discussion, it was decided that Herb Callands and the LO's currently using the COSA NOSA, WEBCIMS, and NOA MOA Tracking System will do presentations at the May 14th RWG meeting. The presentation will include cost, software, resources required for agreement input, benefits, and maintenance for each system, etc. After the presentations, the Workgroup will discuss the benefits and disadvantages and try to select a tracking system.

2. SOPs for TWAs

Cindy Rich and Mark St.Clair will report on SOP's for TWA's at the next meeting. Cindy forwarded to the Workgroup a draft of the SOPs which should be reviewed before the next meeting.

3. Reimbursable Projects with Retainage

Mark St. Clair encouraged the LO's to use the WIP process for their sponsors when possible. The reimbursable module is not setup to handle holdbacks. After some discussion, it was decided the best way to work with the holdbacks is to charge the costs to the base projects until the collections come in and then make the adjustment to the Reimbursable Project.

4. Overrun e-mails

Mark St. Clair reported that he would send out an official list for the overruns the week of April 14th. Mark mentioned that Maureen Wylie wants the overruns cleared as soon as possible, but no later than 30 days after the spreadsheet is sent to the Line/Staff Offices. Maureen will discuss overruns at the Finance Workshop scheduled for April 29, 2008

5. 3rd Quarter TWA

Mark St. Clair and Cindy Rich felt this item may be a system issue. The 3rd quarter TWA was tabled until Lois, Mark, Cindy, Kathy, and Catherine can discuss in detail.

6. Reimbursable Training

Cindy Rich reported receiving a number of e-mails with interest in training but for New User Training instead of Refresher Training. Because of the server-consolidation confusion and time restraints, there will probably be a 1 time only training this year, possibly in August, possibly called Comprehensive Training.